

UNIVERSITY COUNCIL FACULTY AFFAIRS -
REVIEW OF GOVERNANCE STRUCTURE OF ACADEMIC UNITS PROTOCOL -
Proposed by Faculty Affairs Committee December 7, 2017 -

In accordance with Section 2. School Governance of the University Council ByLaws

- a. *The University Council shall ensure that school governance bylaws have been developed and adopted by each school. The nature of the school governance structure shall be left to the individual school.*
- b. *The Committee on Faculty Affairs shall regularly review the governance structure of each school in order to ensure that there is representative governance in each school.*
- c. *Representative governance shall be defined as the right of participation in the school or college's governance structure by all full-time faculty members (including tenure and non-tenure track) who hold appointments or joint appointments in that school or college. Participation includes the right to discuss on the floor and vote on all matters coming before meetings. Part-time faculty members should have the prerogative to take part in meetings of the faculty. Voting privileges for part-time faculty should be decided by each school or college*

The Faculty Affairs Committee will use the following procedure, during the 2017-2018 academic year, to carry out its charge to review the governance structure of academic work units to ensure that there is representative governance in each school.

1. Ask for 2-3 Academic Unit Deans to volunteer for a preliminary review of their unit's governance document for Spring 2018
2. The Deans of Academic Units for preliminary review will submit an electronic copy of their governance document.
3. Two to three members of the Faculty Affairs Committee will review the academic unit's governance document and complete the following checklist.
4. Faculty Affairs Committee will submit a report to Provost Office and/or University Council of the reviews undertaken by the end of Spring semester 2018.

The review of the governance structure of academic work units occurs within the context of representative governance as described by the Academic Rights and Responsibilities Policy Statement on University Governance:

The ultimate authority in University government is vested in the Board of Visitors which, with advice from the faculty, administration, classified employees and students, selects a President to whom it delegates the responsibility for managing the University. A vigorous university develops through the active participation of the faculty in the formal and informal decision-making processes concerned with educational functions and policies at various administrative levels. It is in the interest of the University to provide avenues of communication through which the faculty can provide counsel and advice on other matters of mutual interest.

Every faculty member shares a continuing responsibility for shaping the direction of their department, of their School, and for serving on University-wide councils, committees and offices. Since participation of the faculty in academic matters is vital to the proper governance of the University community, it is incumbent upon the University to provide ample opportunities for faculty participation.

ACADEMIC UNIT REVIEW
GOVERNANCE STRUCTURE CHECKLIST

Name of Unit: _____ -

Names of Faculty Affairs REVIEWERS: 1. _____ -
2. _____ -

DATE(s) of Review: _____ -

Approximate Length of time (hrs) to complete review: _____ -

			COMMENTS/ RECOMMENDATIONS
University Council Shared Governance Statement			
Statement that document is accordance with University policy			
Statement of right of participation in the school or college's governance structure by all full-time faculty members (including tenure and non-tenure track) who hold appointments or joint appointments in that school or college.			
Statement that faculty participation includes the right to discuss on the floor and vote on all matters coming before meetings as described in the Academic Rights and Responsibilities Policy Statement: <ul style="list-style-type: none"> ● <i>The right to develop and recommend – or otherwise, to participate in decisions involving – new degree programs, new course offerings, modifications of existing courses, and degree requirements.</i> ● <i>Participation in setting standards for admission, retention and graduation of students. The faculty of each School also shall determine which students are eligible for graduation</i> ● <i>Participation in the formal and informal decision-making processes concerned with educational functions and policies at various administrative levels</i> ● <i>Participation in processes relating to faculty appointments, reappointments, promotions and tenure</i> 			
Reference to unit workload document that is accord with University Faculty Roles and Rewards Policy			
Statement about whether or not part-time faculty members have the prerogative to take part in meetings of the faculty			
Statement about the role of faculty members with affiliate status in governance of the unit			
Departmental governance document/by-laws developed			
Governance Document posted on the Academic Unit website			